

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 15-63

12 March 1963

TO: Training Officers of the Clandestine Services

CLANDESTINE SERVICES RECORDS OFFICERS COURSE

The two final runnings of the CS Records Officers Course during fiscal 1963 are scheduled for the weeks of 22-26 April and 3-7 June. Classes will be held each day from 0830 to 1300 hours in Room 1A-13.

A tour of Records Integration Division is required. Those planning to take the course are urged to take the tour before the course begins; arrangements can be made by Training Officers by calling the Records Integration Division Training Office, extension 4571. Those who do not complete the tour before the course begins will take it on the Tuesday of the course week for which they are registered.

All who are scheduled to take the Records Officers Course are asked to read thoroughly the [REDACTED], which may be obtained from Division Records Management Officers or Branch Records Officers. 25X1A

This course is required in order to qualify as a Records Officer in the Clandestine Services. It is not limited to present or prospective Records Officers, however, and is strongly recommended for other employees of the Clandestine Services who have any responsibility for CS records.

S-E-C-R-E-T

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